



SENIOR EXECUTIVE SERVICE VACANCY ANNOUNCEMENT

U.S. Department of Commerce - U. S. Census Bureau

Announcement Number: CEN-04-02P
Position: Assistant Director for American Community Survey (ACS) and Decennial Census
Opening Date: 09/16/04
Closing Date: 11/16/04 (*Applications must be received by close of business - 5:00 p.m.*)
Location: U. S. Census Bureau, Suitland, Maryland
Pay Plan/Series: ES-1530
Salary Range: \$104,927 - \$145,600
Area of Consideration: Applications will be accepted from US Citizens and Non-Citizens as allowed by appropriations.

MAJOR DUTIES:

Working under the Associate Director the incumbent is responsible for managing the following organizations: the American Community Survey Office (ACSO), the Decennial Management Division (DMD), and the Decennial Statistics Studies Division (DSSD). Provides executive leadership for decennial census and American Community Survey (ACS). Oversees the ACS program and process. Oversees planning and program management for the decennial census. Ensures full integration of the ACS and the 2010 census. Directs the creation of budget initiatives, appeals, and other materials related to obtaining appropriations for the decennial census and the ACS. Is technically and administratively responsible for the reliability, timelessness, and pertinence of the decennial census and ACS results.

The incumbent is responsible for applying the principles of Equal Employment Opportunity (EEO) and becoming acquainted with the official EEO policy of the Department of Commerce.

QUALIFICATIONS REQUIRED:

Basic Education Requirement: Bachelor's degree or combination of education and experience equivalent to the completion of a bachelor's degree. Studies must have included at least 15 semester hours of statistics and mathematics, 6 of which must be in statistics, plus 9 additional semester hours in one or more of the following: Social Sciences, Physical Sciences or Biological Sciences. Applicants must list degree and course information. An applicant that does not meet the basic education requirement is automatically disqualified.

Executive Core Qualifications/Professional and Technical Qualifications: In order to be considered for the position, applicants are required to submit a separate statement addressing each of the Executive Core Qualifications (ECQ) and each of the Professional and Technical Qualifications (PTQ). A narrative description of 1-2 pages per ECQ/PTQ is normally sufficient. When addressing the ECQs and PTQs, statements that describe personal beliefs or philosophies should be avoided. Each response should include a brief summary of the applicant's executive experience in relation to the specific ECQ/PTQ and **specific examples** of accomplishments. A complete guide to writing executive qualifications is available at www.opm.gov/ses

Executive Core Qualifications: 1. LEADING CHANGE 2. LEADING PEOPLE 3. RESULTS DRIVEN
4. BUSINESS ACUMEN 5. BUILDING COALITIONS/COMMUNICATION

Professional and Technical Qualifications:

1. Experience in setting program goals with specific operational targets, and ensuring their integration across a wide range of participants.
2. Proven ability to lead the efforts of the numerous stakeholders to ensure the integration and satisfactory completion of large and complex tasks.
3. Experience with the Federal Statistical System and its relationship to the Decennial Census; and Experience in directing the accomplishment of large and complex activities on time and within budget.

Background and/or Security Investigation required.

HOW YOU WILL BE EVALUATED:

A panel of senior executives will distinguish the best qualified candidates from other applicants based on a review of each applicant's ECQs and PTQs. Failure to meet all qualifications automatically disqualifies an applicant. Eligibility for this position will be based upon a clear showing that the applicant has experience of the scope and quality sufficient to effectively carry out the assignments of the position. Persons tentatively selected for appointment to SES positions must have their ECQs approved by the Office of Personnel Management (OPM).

HOW TO APPLY:

You must submit your application so that it will be received by the closing date of the announcement.

Submit an original and 3 copies of the following documents:

Resume/Optional Form 612/Other

List of degree and course information addressing the basic education requirement.

ECQ/PTQ Statements - Each applicant is required to submit a separate statement addressing each of the Executive Core and Professional/Technical Qualifications for the position.

Current and former career SES members only - A copy of the most recent SF-50 documenting your SES career appointment. (No response to ECQ statements is required.)

SES Candidate Development Program graduates only - A copy of your OPM Qualifications Review Board certification. (No response to ECQ statements is required.)

IMPORTANT ADDRESS INFORMATION:

1. You must address all mail processed through the United States Postal Services (USPS), (This includes mail such as Express, Priority, Registered, etc.) to: **ATTN: Kathleen Koral, U. S. Census Bureau, Human Resources Division, Executive Resources Program, Room 3233, FB-3, 4700 Silver Hill Road, Washington, DC 20233-1400.** Please be aware that the Census Bureau's USPS mail service is very slow.

2. If using a carrier **OTHER** than the U.S. Postal Service (e. g., FedEx, UPS, Airborne, etc.), you must address it to: **ATTN: Kathleen Koral, U. S. Census Bureau, Human Resources Division, Executive Resources Program, Room 3233, FB-3, 4700 Silver Hill Road, Suitland, MD 20746**

DUE TO USPS PROCEDURES AND CENSUS BUREAU SECURITY OPERATIONS, MAIL NOT ADDRESSED IN ACCORDANCE WITH THE ABOVE INSTRUCTIONS WILL BE RETURNED TO THE SENDER.

WHAT TO EXPECT NEXT:

A panel of senior executives will distinguish the best qualified candidates from other applicants based on a review of each applicant's ECQs and PTQs.

OTHER INFORMATION:

The materials you send with your application will not be returned.

If you left federal employment and received a buyout and you are selected for this position, you may be required to repay the full amount of the buyout to the agency that paid you.

You will be required to serve a probationary period of 1 year. Filing of the Executive Personnel Financial Disclosure Report is required if selected for this position (Ethics in Government Act P.L. 95-251). Public law requires all new appointees to submit proof of identity/employment eligibility.

If selected, male applicants born after December 31, 1959 must confirm their selective service registration status.

In accordance with 5 USC 3303, any recommendation by Members of Congress, Congressional employees, elected State or local government officials, political party officials or other individuals or organizations making the recommendation on the basis of the party affiliation of the applicant is prohibited. Executive Branch agencies are barred from accepting or considering prohibited political recommendations, and indeed, are required to return to the individual any prohibited political recommendation with reference to statutory prohibition. Such officials may supply a statement which "relates solely to the character and residence" of the individual.

Applicants must apply at their own expense. Applications mailed in Government postage-paid envelopes will not be accepted.

This vacancy may be accessed via the Internet at www.usajobs.opm.gov **or** www.census.gov/ (select Jobs@Census). For a copy of the vacancy or for more information, contact the Executive Resources Staff on (301) 763-3727

The Department of Commerce does not condone or tolerate discrimination based on race, color, religion, sex, national origin, age, physical or mental disability, or sexual orientation.